



State of Connecticut EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC LEAD LEGAL INVESTIGATOR

ANNUAL \$80,155
SALARY: \$102,853

SALARY
GROUP: AR 27

APPLICATION CLOSING
DATE: **MARCH 30, 2016**

EXAM
NO: 160300OCMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Office of the Attorney General or the Office of Governmental Accountability, this class is accountable for acting as a working supervisor over other investigative or auditing staff, for conducting the more difficult investigations and for assisting in the preparation and presentation of criminal and civil cases.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 30, 2016**.

GENERAL EXPERIENCE: Nine years of investigatory experience in law enforcement, insurance claims or a closely related field. **NOTE:** Investigatory experience is defined as employment primarily involved with systematically reviewing and searching written data and material, conducting personal interviews and performing surveillance of persons or events to gather information necessary to discover, identify and prosecute civil or criminal violations of the law.

SUBSTITUTION ALLOWED: 1) College training in law enforcement, public safety administration, business administration or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. 2) A Master's degree in criminal justice, public administration, public safety administration or a closely related field or a law degree may be substituted for one additional year of the General Experience. 3) For State Employees, two years as a Legal Investigator may be substituted for the General Experience.

SPECIAL REQUIREMENTS: 1) Incumbents in this class may be required to travel. 2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of investigatory methods and techniques; considerable knowledge of rules of evidence and legal processes; considerable knowledge of common business practices; knowledge of financial accounting; considerable interviewing skills; interpersonal skills; oral and written communications skills; considerable ability to gather and interpret statistical and narrative data; ability to utilize computer software; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) **Completed Application Form (CT-HR-12)**
(2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Lead Legal Investigator include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Lead Legal Investigator cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Investigatory experience in law enforcement, insurance claims or a closely related field. Describe the number, type and purpose of any investigations that you have conducted and the intended outcome of each investigation. Be specific as to the type of agency, industry or business with which you have worked and in describing what you actually did and your level of responsibility in this area. Detail your experience preparing and presenting criminal and civil cases, conducting legal research, conducting forensic audits, securing evidence, conducting surveillance, and conducting investigations related to alleged violations of federal, state and/or local laws and regulations. Include experience examining, auditing and analyzing financial and economic data and other records of complex business and/or governmental transactions. Also include any experience related to forensic auditing, and any experience related to the investigation of public officials and/or campaign financing laws. **(2)** Experience leading or supervising staff. Include the number and job titles of those you led/supervised. Describe your experience scheduling, assigning, overseeing the work of others, providing training, conducting performance appraisals and taking disciplinary action when necessary. Be specific as to whether your responsibilities were full-range supervisory duties, assisting others in supervising or lead in nature. Include any experience leading and training investigative and/or audit staff. **(3)** Oral and written communication experience. Describe the types, content, format and/or make-up of the records, summaries, correspondence, reports and/or warrants you have written concerning specific investigations/complaints. Describe your experience testifying at hearings and in court. Detail your experience with others, which you feel demonstrates your interpersonal and oral communication skills. Describe any experience you have had interviewing witnesses at hearings, the nature of the hearings and the outcome. Detail any liaison or consultative experience, including the nature and purpose of these activities. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by MARCH 30, 2016.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 **(Secure Fax #860-622-2875).** **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by MAY 23, 2016.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.